



Board of Directors Meeting

MADISON, WI

November 17, 2022 @ 7pm -8:30 (Virtual)

Attendees:

Present: Debbie Hemb, Jieli Wei, Laura Chidylo, Coral Manning, Noah Relles, Nate Wheeler, Jenny Huffman, Andy Mueller, Kimberly Aguilera, Eric Finch, Amanda Burns, Elizabeth Klak, Sarah Said, Hannah Button-Harrison, Sarah Crow, Mark Aronson

Absent: Penny Robbins

7:00 pm **Welcome** (Debbie)
Meeting was called to order.

7:06 pm: **Approval of [October 27, 2022 Board Meeting Minutes](#)** (Debbie)
Vote: Motion to approve minutes by Coral, seconded by Andy to approve the 10/27/22 minutes.
Approved unanimously (14 ayes/0 nays).

New Business:

7:04 pm: Finalize Board Meeting Dates for the year. Meetings will be held the third Thursday of the month. Please notify Debbie in advance if you are unable to make it so we can ensure quorum. Debbie will send an invite two weeks prior to the meeting and a reminder a couple days ahead of the meeting with the meeting packet and agenda. No December meeting. For the foreseeable future, we will have a virtual option as well as in-person.

7:10 pm: **Director's Report** (Debbie)
Debbie reviewed the Director's Report in Penny's absence, which included:

- First off, professional development day in early November with an active shooter drill which was hosted by an off-duty officer with real sound effects (screaming and gunshots). It was stressful. The police officer agreed with limiting adult access to the building to teachers inviting parents only.
- Pedagogistas had 15 minute conferences with each teaching team.
- Exploring safety and tracking options for entering and exiting - fingerprinting, etc.
 - Number of entrances is a challenge

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- Art Flair - 25 vendors, teachers, staff and families, Sunday, December 11; 9-3PM and is open to the public
- Schoolwide compassion project - each community member will be encouraged to do a daily act of kindness for 14 days and record in a school wide document
- Penny applied for a grant to fund protective raised gardens and equipment
 - Hoping to grow veggies for PSA and local food pantries
- RSV, pink eye and colds are spreading through PSA
 - Some classes are masking if there is a case in a classroom
- No active Covid case at PSA since end of October
- Encouraging masking after Thanksgiving
- Mandatory masking after Winter break
- Mollie shared with Debbie that enrollment is excellent - basically full; a few children starting in December and January
- 2023-2024 school year has four openings

Committee Updates:

7:35 pm: **Finance Committee** (Andy)

Andy reviewed the FINANCE COMMITTEE NOTES which included the following:

- Lea sent the financials - good PL & balance sheet
- Revenue is up \$71K to budget through the first two months of the year. Coming out of the gates with favorable revenue projection.
- Expenses are down 10K to the budget.
- 80K favorable to where we thought we'd be at this point. No major expenses on the horizon at this time.
- Balance sheet 2.2 million in mostly liquid assets.
- Financials are in the Board folder for reference.
- After the Finance Committee November meeting they will save the notes and updates to the Board folder for reference.
- Land Lease
 - Noah continued to follow up and received a legal document from Research Park for the increase. (Background: PSA does not own the land - only the building and facility. This year is the 25 year period of the 50 year lease. Contract clause capped out the increase at a 15% increase.)
 - Feedback being sent to Research Park on language cleanup. Once received back, the Finance Committee will review and have Penny sign before next year.
- Strong balance sheet – Reviewing options for an investment strategy for our organization. Priorities include: enacting and choosing a good partner; instituting good governance and structure to support that.
 - Finance has met with a few different financial advisors. Rate structures are relatively similar so final readout and recommendation is forthcoming.

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- Once a partner is chosen, Considerations include: how to structure; 3-6 months operating aside in an accessible location; what are we investing in, (guidelines to what we do and don't want our money to go towards); risk tolerance.
- Capital Project - New Bathroom and Kitchen Floor Remodel
 - Ross and the admin team have been wanting to get this done for a while.
 - New bathroom to alleviate bathroom constraints in the Gold Room/Snowflake Room hallway.
 - The loft of the Gold Room would be replaced by the bathroom.
 - One toilet and one sink.
 - Entry to bathroom from Gold Room & Snowflake Room.
 - One vendor who we have worked with in the past, former president of the board, is the only contractor who came back with a quote. They said they could do the renovation over Winter Break 2022.
 - Did not have a line item for the capital budget for this remodel this year. The Finance Committee recommends adding a 75K line item to the budget to get the contractors in over winter break.
 - General consensus among admin and Finance Committee is it is a top project and if we can get it done sooner than expected that would be great. The favorable budget situation through the start of the year would help.
- CJ Schmidt provided a quote - Ross has been asking for quotes from many contractors, but no contractors are providing quotes. This would also cover the kitchen floor remodel.
- Penny and the Finance Committee are strongly in favor.
- Winter break is the biggest window before summer to get the work done.
- There is additional licensed space to move kids to if the construction overran the Winter Break time frame.
- Debbie to check with Abby and Ross on licensing square footage.
- Building permit has been approved.
- Amanda Burns – what is the pipedream bathroom situation/thought. Is there a better option if we dream big?
 - Debbie - not much space for a larger bathroom.
 - Andy - Constrained by building and Ross has explored many options.
 - Andy to take back the question to Penny.
- Hannah Button-Harrison - recollection from working in that area that a bathroom is very much needed there.
 - That hallway really needs a bathroom - it was challenging last year.
 - Vouch for how helpful the bathroom in that location would be for alleviating bathroom traffic.

Vote: Motion by Andy, seconded by Elizabeth to amend the budget by 75K to authorize Penny & Ross to spend the finances on bathroom addition and kitchen floor remodel. Approved unanimously (16 ayes/0 nays).

7:56 pm: **Diversity, Equity, and Inclusion Committee (Jenny)**

- Statements reviewed by other schools, Penny convened a task force to work on the new PSA Mission and DEI Statement
- We are voting on the language in the document that was sent out.
- Andy asked - Why “sexuality” is not listed out in the list of identities
- Hannah Button-Harrison - family structure incorporates the idea of kids having parents of the same gender – family structure – was supposed to include that.
- Jenny - staff that may or may not have children or have a family structure would be included in that.
- “Including not limited to” is meant to be expansive and all-encompassing
- Concern “sexuality” could be misconstrued since PSA is a preschool

Vote: Motion by Jenny, seconded by Elizabeth to adopt the new mission statement as presented by Penny and the DEI co-chairs. With provision that staff make a decision on inclusion of sexuality. Approved unanimously (16 ayes/0 nays).

Additional DEI Updates:

- Yellow Room is now the Dandelion Room
 - Process came from Sam’s reflective practice group
 - Researched and documented history of the term
 - Reggio has a connection to dandelion field in Italy
 - White Room became the Maple Room in the past
- Book Club is thriving - Elizabeth is leading
 - Board Members, staff, parents
- Lasagna Love happened on Tuesday
 - Lasagnas were delivered this week
- DEI constantly figuring out who is doing what and how are we partnering and working together
- Board Packet has Board Member opportunities listed
- Four board partners for each subcommittee and each co-chair

8:22 pm: **Governance Committee (Coral and Laura)**

- Board Buddies kickoff. Current member to reach out to new member to schedule meetup.

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- Orientation
- New Board members to email Debbie their committee choice by January 15

8:30 pm: **Adjourn**

Vote: Motion by Debbie, seconded by Eric to adjourn the meeting at 7:57 PM.
Approved unanimously (16 ayes/0 nays).

Next meeting: January 19, 2023